



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|-------------------------------|--------------|--------------|-------------|
| SUPERVISORY PERSONNEL ANALYST | 38 | B | 7.514 |
| PERSONNEL ANALYST III | 36 | B | 7.520 |
| PERSONNEL ANALYST II | 34 | B | 7.521 |
| PERSONNEL ANALYST I | 32 | B | 7.527 |

SERIES CONCEPT

Personnel Analyst perform professional personnel functions for the central Personnel Department or perform comprehensive personnel functions for a state department, division or agency. Work may involve employee relations, recruitment and selection, classification and compensation, employee development, benefit administration, staffing and payroll.

Incumbents plan and implement recruitment and examination activities.

Incumbents review positions and recommend appropriate classification and compensation levels.

Incumbents make presentations before a variety of hearing bodies.

Incumbents provide advice to department management, line departments or employees on policy and rule interpretation.

Incumbents investigate employee complaints and recommend alternative solutions.

Incumbents conduct research, prepare reports and present findings.

Incumbents perform related work as required.

CLASS CONCEPTS

SUPERVISORY PERSONNEL ANALYST

Under general direction, supervises a professional staff engaged in personnel functions. Incumbents in this class may serve as the supervisor over staff in support of technical services, or they may be a generalist in field services. Incumbents are responsible for planning, organizing and supervising work in the areas of budgeting, staffing, selection and recruitment, training and development, classification and compensation, and administrative services. This class is distinguished from the Personnel Analyst III by the supervision exercised. This is the supervisory level in the series.

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CLASS CONCEPTS (Cont.)

PERSONNEL ANALYST III

Under general direction of a Supervisory Personnel Analyst, performs complex, technical personnel functions involving recruitment, selection, testing, classification and compensation duties. Work is performed on complex projects such as comprehensive occupational studies. An incumbent in this class is expected to operate on an independent basis. This class is distinguished from the Supervisory Personnel Analyst, by absence of supervisory responsibility and from the Personnel Analyst II level by the assignment of only the most complex projects, independence of activities and knowledge required. Incumbents may serve as an on-going team leader in the Field Services Division of the Personnel Department. This is the advanced journey level in the series.

PERSONNEL ANALYST II

Under general direction, Personnel Analyst II's perform journey level work in one or more of the following areas: classification and compensation; recruitment and selection; grievance investigation; and policy development; also serves field departments as journey level generalist in support of major divisions or may support Personnel Officer with very complex, statewide specialized programs. The class is distinguished from the Personnel Analyst I level by the level of independent judgement exercised, and the journey level knowledge required. This is the journey level in the series.

PERSONNEL ANALYST I

Under direction, Personnel Analyst I's perform entry level professional personnel work as described in the series concept in one or more functional areas in the State Personnel Department or a State agency. Work may involve overseeing student employment, payroll, recruitment and selection, policy development, classification research and analysis, training, affirmative action coordination, providing guidance and counseling to employees and management, and may serve as a personnel generalist for a section, small division or geographic area of the state for an agency.

MINIMUM QUALIFICATIONS

SUPERVISORY PERSONNEL ANALYST:

EDUCATION AND EXPERIENCE:

I

Graduation from an accredited college or university with a Bachelor's degree in public administration or a related field and four years of progressively responsible professional personnel experience; OR

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MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: (Cont.)

II

An equivalent combination of education and experience.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Working knowledge of computerized comprehensive personnel data system including use of applicant tracking. Detailed knowledge of organizational structure of State government, its agencies and divisions. Detailed knowledge of State laws, regulations, rules and policies related to personnel management.

Skill in developing and monitoring a budget. Skill in interpreting and applying provisions of Nevada statutes, rules and regulations. Skill in developing section goals and objectives and evaluating the same. Skill in supervising employees performing training, recruitment and testing, and classification and pay activities.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of test construction, sources of materials and methodology of valuation and evaluation. General knowledge of the principles of affirmative action and equal opportunity. Working knowledge of State classification plan. General knowledge of the methods of research and analysis. General knowledge of employee recruitment. Working knowledge of interviewing techniques. Knowledge of principles, practices, methods of public personnel administration, of classification, pay, recruitment, examination, selection, performance standards and evaluation, and training. General knowledge of Federal Civil Rights legislation including the principles of affirmative action and equal opportunity. Knowledge of employee relations issues. Knowledge of position classification.

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MINIMUM QUALIFICATIONS

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Cont.)

Skill in presenting department's position before a variety of hearing bodies. Skill in examining and resolving problems of a sensitive nature. Skill in developing justifications, recommendations and decisions for hearings, appeals or for presentations. Skill in written English sufficient to compose routine business correspondence and reports. Skill in effectively answering questions and providing solutions to personnel issues. Skill in analyzing personnel problems and recommending solutions. Skill in effectively negotiating with administrators, managers and employees when presenting controversial issues or new concepts.

PERSONNEL ANALYST III:

EDUCATION AND EXPERIENCE:

I

Graduation from an accredited college or university with a Bachelor's degree in public administration or a related field and three years of progressively responsible professional personnel experience; OR

II

An equivalent combination of education and experience.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

General knowledge of test construction, sources of materials and methodology of valuation and evaluation. Working knowledge of State classification plan.

Skill in presenting department's position before a variety of hearing bodies.

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MINIMUM QUALIFICATIONS (Cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of principles, practices, methods of public personnel administration, of classification, pay, recruitment, examination, selection, performance standards and evaluation, and training. Detailed working knowledge of state laws, regulations, rules and policies related to personnel management. Knowledge of organizational structure of state government, its agencies and divisions. General knowledge of employee relations. Knowledge of position classification. General knowledge of the methods of research and analysis. General knowledge of employee recruitment. Working knowledge of interviewing techniques. General knowledge of affirmative action policies and goals sufficient to monitor department goals and report statistics.

Skill in interpreting and applying provisions of Nevada statutes, rules and regulations. Skill in analyzing personnel problems and recommending solutions. Skill in effectively negotiating with administrators, managers and employees when presenting controversial issues or new concepts. Skill in written English sufficient to develop policy and research reports including the preparation of concise summaries of complex legislative proposals.

PERSONNEL ANALYST II:

EDUCATION AND EXPERIENCE:

I

Graduation from an accredited college or university with a Bachelor's degree in public administration or a related field and two years of progressively responsible professional personnel experience; OR

II

An equivalent combination of education and experience.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Detailed working knowledge of State laws, regulations, rules and policies related to personnel management. General knowledge of affirmative action policies and goals sufficient to monitor department goals and report statistics.

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MINIMUM QUALIFICATIONS

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of principles, practices, methods of personnel administration, of classification, pay, recruitment, examination, selection, performance standards and evaluation, and training. Knowledge of organizational structure of state government, its agencies and divisions. Knowledge of position classification. General knowledge of employee relations. General knowledge of the methods of research and analysis. General knowledge of employee recruitment. Working knowledge of interviewing techniques.

Skill in interpreting and applying provisions of Nevada statutes, rules and regulations. Skill in analyzing personnel problems and recommending solutions. Skill in effectively interacting with all levels of employees and management. Skill in written English sufficient to compose routine business correspondence and reports.

PERSONNEL ANALYST I:

EDUCATION AND EXPERIENCE:

I

Graduation from an accredited college or university with a Bachelor's degree in public administration or a related field; OR

II

Three years experience as a Personnel Technician III in Nevada State service; OR

III

An equivalent combination of education and experience.

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MINIMUM QUALIFICATIONS (Cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

General knowledge of organizational structure of state government, its agencies and divisions. General knowledge of state laws, regulations, rules and policies related to personnel management. Knowledge of examination development and validation processes. General knowledge of employee relations. General knowledge of affirmative action policies and goals sufficient to monitor department goals and report statistics. General knowledge of interviewing techniques. General knowledge of employee recruitment.

Skill in interpreting and applying provisions of Nevada statutes, rules and regulations.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of principles, practices, methods of public personnel administration, of classification, pay, recruitment, examination, selection, performance standards and evaluation, and training. General knowledge of the methods of research and analysis.

Skill in written English sufficient to compose routine business correspondence and reports. Skill in analyzing personnel problems and recommending solutions. Skill in effectively interacting with all levels of employees and management.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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| | <u>7.514</u> | <u>7.520</u> | <u>7.521</u> | <u>7.527</u> |
| ESTABLISHED: | 08/01/68 | 01/01/61 | 12/16/76 | 01/01/61 |
| REVISED: | 12/16/76 | 12/16/76 | 07/01/93P | 12/16/76 |
| | 07/01/93P | 11/13/87-3 | 09/24/92PC | 01/19/90R |
| | 09/24/92PC | 07/01/93P | | 10/19/90PC |
| | | 09/24/92PC | | 07/01/93P |
| | | | | 09/24/92PC |